

## CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

Box 944270

Sacramento, CA 94244-2700

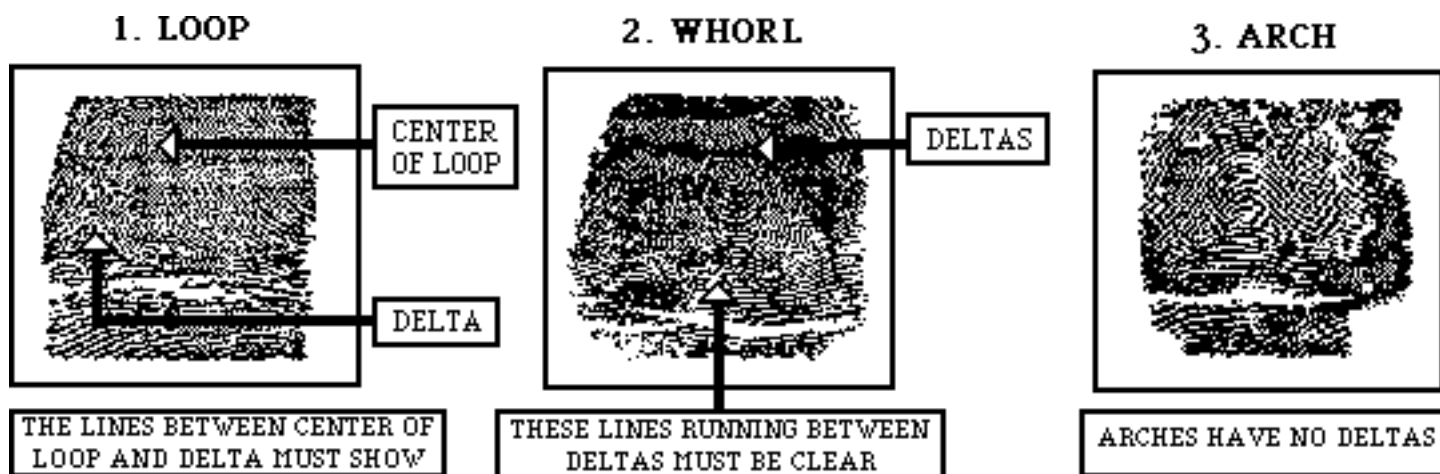
### IMPORTANT!! READ CAREFULLY BEFORE HAVING YOUR FINGERPRINTS TAKEN

Because of the tremendous volume of fingerprint cards processed by the California Department of Justice and the Federal Bureau of Investigation, it is essential that all cards submitted be accurate and complete.

Two fingerprint cards (form BID-7 revised 11/87) are required from each applicant for a credential, permit or certificate, unless ACCEPTABLE cards have been submitted to the Commission on Teacher Credentialing since September 21, 1951, the effective date of the requirement. The fee required for processing these cards through the two agencies must be attached when the cards are first submitted. (See "Pink Sheet" form CL-659 for current fee.) The cards cannot be folded or have anything stapled or glued to them. We cannot accept red and white or black and white criminal identification cards, photocopies of fingerprint cards, or ink any color other than black. Submission of incomplete or unacceptable fingerprint cards will result in a delay in processing your application for a credential, permit or certificate.

Prints may be taken by any city police department or sheriff's office. A fee is occasionally charged. Prints may also be taken by trained personnel in the office of a California county or district superintendent of schools or any other authorized agency. (In Sacramento, the Department of Justice, 4949 Broadway, provides this service for a fee.) The signature of the person taking the prints must appear on the fingerprint cards.

Most fingerprints fall into the patterns shown below:



1. Prints must be rolled from nail to nail and the ridges should be sharp and distinct.
2. Cards must carry the complete PHYSICAL DESCRIPTION of the applicant, including color of eyes and hair, height, weight, birthdate and signature in ink. Abbreviations for hair and eye color may be used; please use BLK (Black), BLND (blonde), BL (blue), BRN (brown), GRN (green), GRY (gray), and HZL (Hazel). Since the cards cannot be properly indexed by the Department of Justice or the FBI without this information, incomplete cards will be returned to the applicant. It is also helpful that the applicant complete the box for the social security number. See sample on the reverse.
3. If you are missing a digit or have a skin irritation or deformity of the hands and/or fingers which prevents the taking of clear fingerprints, submit a statement explaining the situation from the person taking the prints (in the case of missing digits or a deformity) or from a doctor (in the case of a skin irritation). Attach the statement to your fingerprint cards at the time you submit them. You may be required to submit several fingerprint cards until the Department of Justice or FBI is able to piece together a classifiable set of prints.

**ON YOUR FINGERPRINT CARDS, PLEASE COMPLETE THE AREAS THAT ARE CIRCLED ON THE SAMPLE BELOW. INCOMPLETE FINGERPRINT CARDS WILL BE RETURNED TO THE APPLICANT CAUSING A DELAY IN THE PROCESSING OF THE APPLICATION AND ISSUANCE OF THE CREDENTIAL.**